

Retention and Classification Report

Agency: Orangeville (Utah) (745)

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Records Officer Ruanne Leeflang

25469	Cemetery records
25472	Financial audit reports
25471	Histories
25498	Incorporation records
14879	Minutes
14880	Ordinances
25468	Resolutions

AGENCY: Orangeville (Utah)

SERIES: 25469

3

TITLE: Cemetery records

DATES: 1898-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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AGENCY: Orangeville (Utah)

SERIES: 25469

TITLE: Cemetery records

(continued)

APPRAISAL:

Administrative Historical Legal

These records have historical, legal and administrative value as documentation of burial of individuals along with ownership of cemetery lots.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orangeville (Utah)

SERIES: 25472

3

TITLE: Financial audit reports

DATES: 1953-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 06/15/2004

FORMAT MANAGEMENT:

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AGENCY: Orangeville (Utah)

SERIES: 25472

TITLE: Financial audit reports

(continued)

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APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Orangeville (Utah)

SERIES: 25471

3

TITLE: Histories

DATES: 1901-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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AGENCY: Orangeville (Utah)

SERIES: 25471

TITLE: Histories

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Orangeville (Utah)

SERIES: 25498

3

TITLE: Incorporation records

DATES: 1920-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

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APPRAISAL:

AGENCY: Orangeville (Utah)

SERIES: 25498

TITLE: Incorporation records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orangeville (Utah)

SERIES: 14879

3

TITLE: Minutes

DATES: 1901-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces. Resolutions are also included in the series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Orangeville (Utah)

SERIES: 14879

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orangeville (Utah)

SERIES: 14880

3

TITLE: Ordinances

DATES: 1902-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 05/03/1995

FORMAT MANAGEMENT:

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AGENCY: Orangeville (Utah)

SERIES: 14880

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orangeville (Utah)

SERIES: 25468

3

TITLE: Resolutions

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 06/15/2004

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AGENCY: Orangeville (Utah)

SERIES: 25468

TITLE: Resolutions

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public